RULES AND REGULATIONS

FOR THE MANAGEMENT OF THE

PUBLIC LIBRARY,

NEW WESTMINSTER.

The Board of Directors of the Public Library shall consist of

His Excellency the Governor.
The Hon. the Colonial Secretary.
The Hon. the Attorney General.
The Hon. the Chief Commissioner of Lands & Works & Surveyor General.
The Hon. the Member of the Legislative Council for New Westminster.
The President of the Municipal Council.

and shall have full power and control over the Library, the officers, funds, and effects thereto belonging, and all its affairs, financial and otherwise, and all matters and things which shall arise in the course of the conduct or management thereof.

The Librarian shall be appointed, remunerated, and removable by the Board at pleasure.

I. The Subscription to the Library, payable in advance, shall be $1 per month for monthly subscription for the use of the Library as a Reading Room; $5 per annum for yearly do.; $5 per annum extra, ~~in advance~~, for the use of the Circulating Library. All Subscriptions shall be paid in advance to the Librarian, and be accounted for by him regularly once a month, on the first day of each month to the Board.

The Library shall be open every day (Sundays excepted) throughout the year, from 9 o'clock, A. M., to 10 P. M.

II. The Librarian shall have charge of, keep, and carry on all the correspondence, and minutes and accounts of the Library and Board, shall collect subscriptions, and otherwise look after the financial affairs of the Library, subject to the orders of the Board.

He shall superintend the observance of the Rules and Regulations, for the time being, by all persons subject thereto.

He shall keep a full and accurate Catalogue of all the Books, Magazines, Maps, Charts, Works of Art, and articles belonging to the Library, and arrange and keep them in proper order.

He shall also enter in a Book for the purpose all Books and other donations presented to the Library, with the names of the donors.

He will keep in the Library a correct list or register of the names of all subscribers, and not deliver any Book to any person not previously so registered.

He shall have charge of the Building, and see that the Books, Library, and Reading Room, and their contents, are kept in good order and free from dust, and otherwise have due care for the comfort of visitors.

He shall collect, under the orders of the Board, all monies due and to become due from Subscribers or others on account of the Library.

He shall not allow any person, except Members of the Board, to remove a Book from its place, or periodicals or papers from the files or shelves in the Library, without permission.

He shall replace the Books, papers, &c., in proper order upon the shelves as soon as may be after their return, and after careful examination whether they have been defaced or injured.

He shall enter in a Book to be kept for the purpose the title of every volume delivered by him, the name of the party to whom delivered, the time of taking and returning the same, together with the forfeiture arising from every default.

He shall deliver to any Subscriber to the Circulating Library, applying personally, or to his written order, one ~~volume only at a time~~ work, or not more than two vols.

And generally he shall in all things obey the orders from time to time of the Board.

III. The Board shall meet regularly, without notice, on the first Monday of every month, at 11 A. M., at the Library or any other place it may in that behalf appoint. These shall be called Ordinary Meetings.

IV. Besides these the Governor, or any three Members of the Board, may summon an Extraordinary Meeting of the Board, ~~all the Members in writing, the cause specified up in the~~ Library ~~at least two clear days previously to such Meeting~~.

V. Every Member of the Board shall have one vote on each subject under discussion except the Chairman for the time being, who, in addition to his own vote, shall in all cases of equality have and exercise a casting vote.

VI. Three shall be a quorum. The senior Member present for the time being at any Meeting shall be Chairman of such Meeting.

VII. If any Subscriber injure or lose a Book, paper, or other article belonging to the Library, he shall make the same good to the Library, and if the Book or article injured be one of a set he shall pay to the Librarian, for the use of the Library, double the value of the said set, and may thereupon receive the remaining part of the set as his property.

VIII. Any Subscriber wishing to withdraw ~~from~~ inform the Librarian of it.

IX. The class of works for circulation shall from time to time be determined and varied by the Board.

X. Loud conversation ~~noise or altercation, and smoking~~ shall not be allowed.

~~XI. Persons shall keep their hats off while passing the Library.~~

XII. No person shall be allowed to interfere with the Librarian in arranging the Books, papers, or works, or in performing any of his duties.

XIII. None but Subscribers shall be allowed to enter the Library unless introduced by a Member of the Board.

XIV. Any Subscriber may have the privilege of introducing a friend, not a resident of the City, whose name shall be registered in a Book to be kept for registering such casual visitors, who shall receive a ticket of admission to the Library for the term of one week.

XV. In no case shall Books be sent out from the Circulating portion of the Library to any but regular Subscribers, who have been previously introduced by other Subscribers.

~~XVI.~~ Any Member who shall mutilate any of the periodicals or papers placed on the files or desks in the Library, or remove them therefrom, shall be liable to such fine as shall be imposed in that behalf by the Board, or expulsion.

~~XVII.~~ Any wilful neglect or default in obeying any article in these Rules shall be reported to the Board, who may fine, expel, or otherwise deal with the offender as they may deem expedient.

~~XVIII.~~ In consideration of their handsome donation of Books to the Public Library, all Members of the late Royal Engineers' Circulating Library at the Camp, shall have their names recorded by the Librarian in a Book to be kept for that purpose, and shall be offered the option of being considered as having subscribed for life to the Public Library, on inscribing their names in such Book and adhering to the Rules of the Library.

~~XIX.~~ All these Rules (except the one immediately preceding) may from time to time be abrogated, varied, or amended by the Board, at any duly constituted Meeting thereof; provided that the same shall, before coming into effect, be published in the *Government Gazette* for general information.

n Laws

s repeal

Insert new Rule X as follows "The length of time for which each book shall be kept shall be determined by the Librarian and marked on the cover"

n insert
or sub
New Rule

XI "No subscriber taking a book from the Circulating Library shall on any account be allowed to lend the same to any other person"

1:5258